



# MINUTEMAN INFORMER

JULY- SEPTEMBER 2000



## IN THIS ISSUE:

### ARTICLE

### PAGE

HRO Office Numbers

1

Equal Employment Opportunity

2-11

Employee Relations/Development

12-14

Management Systems and Support

15-18

## **HUMAN RESOURCE OFFICE**

<b>Director</b>	COL Kenneth D. Hislop	562-0852
<b>Admin Spt Asst</b>	SPC Vanessa L. Platt	562-0851
<b>Labor Relations Officer</b>	WO1 Mickey McGuire	562-0857
<b>State EEO Manager</b>	MAJ Evelyn Torres	562-0856
<b>EEO Specialist</b>	MSgt Kathey McCready	562-0854
<b>MSS Manager</b>	LTC John Curl	562-0882
<b>AGR Staffing Specialist</b>	Sharon Oliver	562-0860
<b>Senior Personnel NCO</b>	MSG Daniel Balderose	562-0863
<b>Personnel Technician</b>	SRA Seron Verrett-Davis	562-0861
<b>Health System Spec</b>	MSgt Anthony DeLuccio	562-0858
<b>Personnel Mgt Specialist</b>	SSG Joyce Locklear	562-0878
<b>Personnel Mgt Specialist</b>	Lorraine Hannibal - Jamison	562-0877
<b>Personnel Services Mgr</b>	LTC Mark Tucci	562-0853
<b>Employee Relations Spec</b>	SMSgt Kathy Christian	562-0881
<b>Classification Specialist</b>	CPT Bruce Protesto	562-0873
<b>Classification Assistant</b>	SSgt Diane Hess	562-0870
<b>Employee Develop Spec</b>	2LT Devon Hanson	562-0874
<b>Personnel Assistant</b>	Judith D'Errico	562-0865
<b>Personnel Assistant</b>	Genie Giguere	562-0864
<b>Staffing Specialist</b>	WO1 Michele Thomas	562-0872
<b>Staffing Assistant</b>	Colleen Joseph	562-0871
<b>Personnel Clerk</b>	PFC Elizabeth Obuobisa	562-0866
<b>Personnel Clerk</b>	SGT Michael Cantwell III	562-0887
<b>Personnel Clerk</b>	OCS Janet Francis	562-0867

### **Standard Day Off CY2000**

January 10	April 3	July 10	October 2
January 24	April 17	July 24	October 16
			October 30
February 7	May 1	August 7	November 13
February 22	May 15	August 21	November 27
	May 30		
March 6	June 12	September 5	December 11
March 20	June 26	September 18	December 26

### **2000 FEDERAL HOLIDAYS**

<b>DATE</b>	<b>HOLIDAY</b>	<b>DATE</b>	<b>HOLIDAY</b>
01 JAN 00	NEW YEARS DAY	04 SEP 00	LABOR DAY
17 JAN 00	MARTIN LUTHUR KING'S BIRTHDAY	09 OCT 00	COLUMBUS DAY
21 FEB 00	WASHINGTON'S BIRTHDAY	11 NOV 00	VETERAN'S DAY
29 MAY 00	MEMORIAL DAY	23 NOV 00	THANKSGIVING DAY
04 JUL 00	INDEPENDENCE DAY	25 DEC 00	CHRISTMAS DAY

## **EQUAL EMPLOYMENT OPPORTUNITY EVENTS**

### **September-October**

15 Sep- Hispanic Heritage Month, NJDMAVA. State, Technician, and  
15 Oct AGR/TDG. Observance only.  
1-29 Oct National Disability Employment Awareness Month

### **November**

1-30 Native American Indian Heritage Month. Observance only.  
11 Veteran's Day

# EQUAL EMPLOYMENT OPPORTUNITY

By MAJ Evelyn Torres, 562-0856

## Dignity, Respect at Heart of Anti-harassment Plan

By Jim Garamone

American Forces Press Service

WASHINGTON, July 21, 2000 -- DoD has adopted an "overarching principle" regarding all forms of harassment - - including harassment based on sexual orientation, DoD officials announced July 21.

Defense Secretary William S. Cohen approved the Anti-harassment Action Plan and has forwarded it to the services for implementation, said Bernard Rostker, undersecretary of defense for personnel and readiness.

The plan is the result of a look at the military's "don't ask, don't tell" policy following the 1999 murder of an allegedly gay Army private at Fort Campbell, Ky.

DoD's overarching anti-harassment principle is that "treatment of all individuals with dignity and respect is essential to good order and discipline. Mistreatment, harassment and inappropriate comments or gestures undermine this principle and have no place in our armed forces. Commanders and leaders must develop and maintain a climate that fosters unit cohesion, esprit de corps and mutual respect for all members of the command or organization."

*AFRTS TV Report: Dr. Rostker's comments can be viewed at [28.8 Kbps](#) or [56 Kbps](#).*

Rostker said the statement should make it clear to service members that military officials will not tolerate any kind of harassment. Further, the plan makes it clear that DoD will hold commanders and leaders accountable for any failures to enforce this plan.

The action plan reiterates the DoD's commitment to harassment-free environment, Rostker said. "To do that, we have formally extended the definition of harassment to include inappropriate comments and inappropriate gestures" he said. Previously, only the Navy's definition of harassment included inappropriate comments and gestures.

"We have to be sensitive to name-calling sometimes things are said as banter that can be hurtful and constitutes harassment," Rostker said.

*AFRTS Radio Report: [DoD discusses Anti-Harassment Action Plan](#)*

Service members have "an absolute right to a harassment-free environment," he said. "In seeking that right, they should never be asked about their sexual orientation." In seeking an end to harassment, "they have an absolute right to define any such question about their sexual orientation as inappropriate and decline to answer it."

Rostker said the chain of command must deal with charges of harassment. "We will hold them to that," he said. "The fact that a person is being harassed is enough to cause actions to cease that harassment."

Air Force Undersecretary Carol DiBattiste, chair of the commission that came up with the Anti-harassment Action Plan, said other aspects of the plan will help commanders and leaders, at all levels, to prevent and eliminate future harassment.

The plan calls for the services to conduct homosexual policy training and measure the effectiveness of that training. DiBattiste said the military should assess the effectiveness of training yearly and measure service members' knowledge of the policy, their behavior and the command climate.

## **EQUAL EMPLOYMENT OPPORTUNITY (cont.)**

Under the plan, the services will review all “don’t ask, don’t tell” policy training and anti-harassment training programs to ensure they jibe with DoD’s overarching principle and implementing directive.

DiBattiste said the plan calls for all service members to be informed of all confidential and non-confidential avenues to report harassment. The only confidential avenues service members have are through attorney-client privilege or through the clergy, she said. In most cases, the chain of command is the preferred avenue.

The plan calls for the services to ensure that commanders and supervisors take appropriate action against anyone that condones or ignores harassment.

In addition to DiBattiste, the DoD working group that developed the action plan were: Stephen Preston, Navy general counsel; Patrick Henry, assistant Army secretary for Manpower and Reserve Affairs; Army Maj. Gen. Raymond Barrett, commander Fort Jackson, S.C.; Air Force Maj. Gen. John Brooks, special assistant to the chief of staff; Rear Adm. William Putnam, with the office of the chief of Naval Personnel and Marine Maj. Gen. Dennis McCarthy, director, Reserve Affairs Division.

Related Site of Interest:

- [DoD News Briefing](#), Bernard D. Rostker, USD (Personnel & Readiness), Chief of Staff of the Army General Eric Shinseki and Under Secretary of the Air Force Carol DiBattiste, July 21, 2000

## EQUAL EMPLOYMENT OPPORTUNITY (cont.)

### DEPARTMENT OF DEFENSE ISSUES ANTI-HARASSMENT GUIDELINES

Secretary of Defense William S. Cohen received and [approved](#) the Department of Defense working group's [action plan](#) to eliminate all forms of harassment today. As recommended in the plan, the Department adopted an "overarching principle" that emphasizes that harassment for any reason undermines good order and discipline and has no place in the armed forces.

In addition, the Department intends to adopt the rest of the 13-point "action plan" that focuses needed attention on the problems of mistreatment generally and harassment of alleged or perceived homosexuals in particular. The plan ensures that commanders are ultimately responsible for training personnel on the Department's anti-harassment policies and holding accountable harassers and those who tolerate harassment. It also clearly states that information regarding sexual orientation is never necessary for a harassment complaint to be taken seriously. In that regard, it encourages the Services to teach all personnel, especially supervisors, that persons who receive such complaints must not ask about sexual orientation and persons who report harassment ought not disclose such information. Everyone must also be trained to understand the consequences of violating these principles.

A Department-wide directive will be issued outlining the key tenets of the overarching principle. It will emphasize that mistreatment, harassment and inappropriate comments or gestures, including those based on sexual orientation, are not acceptable.

Training and its effectiveness also featured prominently in the working group's deliberations and recommendations. One new initiative is the action plan's requirement that the Services must review their training programs annually to ensure they contain all information required by law and policy. It also requires them to tailor their programs to their audiences. To measure training effectiveness and compliance with DoD policy, the Services will be required to ensure feedback or reporting mechanisms are in place to measure knowledge, behavior, and climate.

Under Secretary of the Air Force Carol DiBattiste chaired the working group which was established by Cohen on March 24, 2000, to examine the findings of a Department of Defense Inspector General report on harassment of military personnel who are alleged or perceived to be homosexual. The group was comprised of senior civilian and military officials from each Service who met regularly for four months to consider such issues as eliminating mistreatment, harassment, and inappropriate comments or gestures; training; reporting of harassment; enforcement of policies prohibiting harassment; and measurement of anti-harassment program effectiveness.

In the course of its review, the working group requested and reviewed public comment, information on individual Service anti-harassment efforts, and briefings on the DoD survey from the DoD Inspector General and principles of behavior from the Behavioral Science Faculty at the U.S. Military Academy. At Secretary Cohen's request, it also considered the Army Inspector General report of investigation into PVT Winchell's death. The working group's recommendations address problems regarding harassment identified in the Army report.

## EQUAL EMPLOYMENT OPPORTUNITY (cont.)



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D. C. 20301-4000

21 JUL 2000

MEMORANDUM FOR SECRETARY OF THE ARMY  
SECRETARY OF THE NAVY  
SECRETARY OF THE AIR FORCE  
CHIEF OF STAFF OF THE ARMY  
CHIEF OF NAVAL OPERATIONS  
CHIEF OF STAFF OF THE AIR FORCE  
COMMANDANT OF THE MARINE CORPS

SUBJECT: Approval and Implementation of the Action Plan Submitted in Response to  
the DoD Inspector General's Report on the Military Environment With  
Respect to the Homosexual Conduct Policy

On 24 March, Secretary Cohen established a working group, composed of senior military and civilian representatives from each of the Services, to review the DoD Inspector General's "Report on the Military Environment With Respect to the Homosexual Conduct Policy." The working group was also tasked to propose a draft action plan outlining the measures necessary to address the findings of the report.

Secretary Cohen received and approved the working group's proposed action plan and has directed that it be forwarded to the Services for implementation. As you execute this plan, please ensure that all personnel understand the importance of these measures. They are critical to eliminating all forms of harassment and are essential to maintain the good order and discipline necessary of our forces. My office will oversee those tasks required of the Office of the Secretary of Defense.

I appreciate your leadership and assistance in implementing the attached action plan.

A handwritten signature in cursive script, reading "Raymond R. Roth".

Attachment:  
As stated



## **EQUAL EMPLOYMENT OPPORTUNITY (cont.)**

### **Anti-Harassment Action Plan**

#### ***General Recommendations:***

1. The Department of Defense should adopt an overarching principle regarding harassment, including that based on sexual orientation:

"Treatment of all individuals with dignity and respect is essential to good order and discipline. Mistreatment, harassment, and inappropriate comments or gestures undermine this principle and have no place in our armed forces. Commanders and leaders must develop and maintain a climate that fosters unit cohesion, esprit de corps, and mutual respect for all members of the command or organization."

2. The Department of Defense should issue a single Department-wide directive on harassment.

- It should make clear that mistreatment, harassment, and inappropriate comments or gestures, including that based on sexual orientation, are not acceptable.
- Further, the directive should make clear that commanders and leaders will be held accountable for failure to enforce this directive.

#### ***Recommendations Regarding Training:***

3. The Services shall ensure feedback or reporting mechanisms are in place to measure homosexual conduct policy training and anti-harassment training effectiveness in the following three areas: knowledge, behavior, and climate.

4. The Services shall review all homosexual conduct policy training and anti-harassment training programs to ensure they address the elements and intent of the DoD overarching principle and implementing directive.

5. The Services shall review homosexual conduct policy training and anti-harassment training programs annually to ensure they contain all information required by law and policy, including the DoD overarching principle and implementing directive, and are tailored to the grade and responsibility levels of their audiences.

#### ***Recommendations Regarding Reporting:***

6. The Services shall review all avenues for reporting mistreatment, harassment, and inappropriate comments or gestures to ensure they facilitate effective leadership response.

- Reporting at the lowest level possible within the chain of command shall be encouraged.
- Personnel shall be informed of other confidential and non-confidential avenues to report mistreatment, harassment, and inappropriate comments or gestures.

7. The Services shall ensure homosexual conduct policy training and anti-harassment training programs address all avenues to report mistreatment, harassment, and inappropriate comments or gestures and ensure persons receiving reports of mistreatment, harassment, and inappropriate comments or gestures know how to handle these reports.

8. The Services shall ensure that directives, guidance, and training clearly explain the application of the "don't ask, don't tell," policy in the context of receiving and reporting complaints of mistreatment, harassment, and inappropriate comments or gestures, including:

- Complaints will be taken seriously, regardless of actual or perceived sexual orientation;
- Those receiving complaints must not ask about sexual orientation -- questions about sexual orientation are not needed to handle complaints; violators will be held accountable; and



- Those reporting harassment ought not tell about or disclose sexual orientation -- information regarding sexual orientation is not needed for complaints to be taken seriously.

## **EQUAL EMPLOYMENT OPPORTUNITY (cont.)**

### ***Recommendations Regarding Enforcement:***

9. The Services shall ensure that commanders and leaders take appropriate action against anyone who engages in mistreatment, harassment, and inappropriate comments or gestures.

10. The Services shall ensure that commanders and leaders take appropriate action against anyone who condones or ignores mistreatment, harassment, and inappropriate comments or gestures.

11. The Services shall examine homosexual conduct policy training and anti-harassment training programs to ensure they provide tailored training on enforcement mechanisms.

### ***Recommendations Regarding Measurement:***

12. The Services shall ensure inspection programs assess adherence to the DoD overarching principle and implementing directive through measurement of knowledge, behavior, and climate.

13. The Services shall determine the extent to which homosexual conduct policy training and anti-harassment training programs, and the implementation of this action plan, are effective in addressing mistreatment, harassment, and inappropriate comments or gestures.

July 21, 2000

## **SUPPORT THE 2001 CFC CAMPAIGN**

Once again the Combined Federal Campaign (CFC) is here. The CFC is the annual fund-raising drive conducted by federal employees in their workplace each fall. Each year Federal employees and military personnel raise millions of dollars through the CFC that benefits thousands of non-profit charities.

The CFC is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. It has been authorized by Congress and is regulated by the Office Personnel Management. At the local level it is managed and directed by a committee of federal employees. The campaign is intended to reduce disruptions in the workplace by consolidating all approved solicitations into a single, annual officially supported campaign.

The New Jersey Army and Air National Guard every year participates in this program as an organization. We need your support, let's work together as an organization to make this year another successful campaign. POC MAJ Evelyn M. Torres – SEEM at 609-562-0856 or MSgt Kathleen McCready at 609-562-0854, and Miss Victoria Snyder at 609-530-6731.

## **COMMON QUESTIONS CONCERNING THE COMBINED FEDERAL CAMPAIGN**

1. Who runs the combined Federal Campaign?

The Office of Personnel Management (OPM) is responsible for the CFC throughout the country. OPM sets forth specific regulations, which regulate the campaign. Locally, a committee of federal employees is charged with conducting the campaign among federal employees.

## **EQUAL EMPLOYMENT OPPORTUNITY (cont.)**

2. How do charities become part of the Combined Federal Campaign?

Most charities that appear in the campaign brochure are admitted by OPM. A local committee of federal employees decides which local agencies are qualified to become a part of the campaign. All of the charities must meet specific guidelines as determined by OPM.

3. When will payroll deductions (allotments) start?

All payroll deductions start in January 2001.

4. What is the minimum amount I may give through payroll deduction?

The minimum for civilians is \$1.00 per pay. For military personnel the minimum is \$2.00 per month. There is no minimum on check or cash contributions.

5. The Combined Federal Campaign fundraising costs are too high.

The South Jersey CFC is among the most efficient fundraising organizations around. In last year's campaign, over 90% of every dollar contributed to the CFC went to human service agencies.

6. I want to be able to decide where my money goes.

This is not a problem. In fact, the CFC is a donor-driven campaign. All contributors are encouraged to designate their gifts to agencies that are listed in the campaign brochure.

7. How do I know that my money really gets to where I designate?

The organization that manages the CFC must, by regulation, forward your designation to the agency you have chosen. This year, as part of the pledge card, you may wish to fill out the contribution acknowledgement portion of the pledge of the card. This will be sent to the agency you designate and they in turn will forward a thank-you letter to you.

8. I do not like a specific agency that is listed in the campaign brochure. How can I be assured that my donation will not be sent to them?

The best way to make sure that contribution goes to an organization that you approve of is to designate your contribution to a specific charity listed in the campaign.

## **EQUAL EMPLOYMENT OPPORTUNITY (cont.)**

9. The Supergiver guideline is too high.

No one can, or should, tell you how much to give. This is a personal decision only you can make. This guideline was developed by a group of federal employees, and is only a tool to help you decide. However, the CFC is the only charitable campaign conducted at the federal workplace and, therefore, gives you an opportunity to help those less fortunate than yourself.

10. I cannot afford it.

Payroll deduction lets you spread out your gift over the year. For the cost of a soda once a week, you can change someone's life.

The agencies supported by the CFC are also struggling with rising costs. These agencies perform services both in good times and bad times. When people need help, they are there to serve.

## **A Contribution to the Combined Federal Campaign**

\$5.00 a month will

- Vaccinate 300 infants against polio for life
- Provide agricultural training to poor farmers in rural Columbia.

\$8.00 a month will

- Send one poor child to preschool for a month.
- Provide home delivered hot meals to an elderly shut-in for a full year.

\$10.00 a month will

- Provide medical care to five individuals who are homeless
- Purchase a walker for a child with cerebral palsy

\$15.00 a month will

- Plant an acre of rice to feed a family of five for 6 months in a third-world country
- Provide 6 months of nutritional meals for eight children in India.

\$20.00 a month will

- Provide 45 days of emergency food and shelter for one homeless person.
- Get a "waiting Child" out of an institution and into a loving family

\$25.00 a month will

- Immunize 300 third-world babies against tetanus, a disease that kills children in poor country
- Provide room, board, and counseling for two weeks for a mentally ill person in residential care

## **EQUAL EMPLOYMENT OPPORTUNITY (cont.)**

### **BG HOLSEY A. MOORMAN DIVERSITY AWARD**

1. This annual Award is named to honor BG Holsey A. Moorman, Deputy Adjutant General, who served his State and Nation from April 1, 1994 through December 31, 2000.
2. The intent of this award is to recognize the actions and accomplishments of that member of the Department of Military and Veterans Affairs who most closely reflect the standards and ideals set by General Moorman during his years of service.
3. The BG Holsey Moorman Diversity Award is presented to that individual who acts as a role model and mentor to all employees of the Department of Military and Veterans Affairs. To that individual who most reflects the high moral character, level of integrity, and patriotism shown by the members of the 1<sup>st</sup> Separate Battalion; and who routinely places others before themselves and works to make the many diverse faces one department.
4. This award will be presented annually to the individual who most exemplifies his or her desires to improve diversity in the organization.

The person must have a minimum:

- a. Two years of service in the department
  - b. Supervisors recommendation and/or endorsements.
  - c. Record of active participation in department diversity activity
  - d. Acknowledged contribution to department of diversity, i.e. recruiting/hiring, promotion, retention, mentoring, community activity, membership in organizations that foster diversity.
  - e. Must be of character, which will lead to being considered a role model.
  - f. Active mentor (civilian/military).
4. Nominations will be submitted to HRO-EEO no later than 12 January of each year.

## **WHEN IS AN EMPLOYEE COVERED UNDER WORKERS' COMPENSATION**

*By Genie Giguere, 562-0864*

An employee must be in the performance of duty to be covered under Federal Workers' Compensation.

The following are frequently asked questions and the answer to those questions.

### **Is a technician considered to be in performance of duty for compensation purposes 24 hours a day while in travel status (TDY)?**

A technician in travel status is covered 24 hours a day for all activities that are reasonably incident to the employment being performed in such status.

(If there is any question about what is reasonable don't assume it is, call this office and find out if you're covered).

### **Is a technician covered by compensation if injured while going to and from work?**

Technicians are **not** generally covered for injuries sustained before they reach or after they have left Government premises. Exceptions to this rule is where the employee is required to travel during a curfew or emergency, or when the employee is required to use his/her automobile during the day for work related reasons. Again if you feel your injury is an exception call this office for guidance.

### **Are recreational injuries covered under Workers' Compensation?**

An employee is covered while engaged in recreation, which he/she is required to perform as part of training or assigned duties or which occurs in pay status. Technicians are also covered under Physical Training three (3) times a week. Injury must have occurred under **approved agency** plan.

### **Is a technician covered while on 15-minute break?**

Generally speaking, if a technician is on Government premises for the purpose of performing a service and is injured, there is coverage under Workers' Compensation.

### **Is a technician covered if injured while at lunch?**

If the technician is on Government property for the purpose of performing a service and is injured at lunch, coverage will be extended. Injuries which occur during lunch hour **off** the premises are not ordinarily covered **unless** the technician is in travel status (TDY) or is performing regular duties off premises.

If you have any doubt that an injury is covered call Genie Giguere at (609)562-0864 or DSN 944-0864.

## **EMPLOYEE RELATIONS**

*By SMSGT Kathy Christian, 562-0881*

**FEHB open season** will be held from 13 November through 11 December 2000. During open season, any eligible employee who is not currently registered may enroll; and any eligible enrollee may change from one plan or option to another, from self only to self and family, or make a combination of these changes.

**TSP open season** begins on 15 November and ends on 31 January 2001. During open season, eligible members may elect to begin contributing to the TSP, change the amount of your TSP contributions, or allocate TSP contributions to your account among the three investment funds.

**US Savings Bonds** – The NJ National Guard has proudly offered US Savings Bonds for many years. We provide this employee benefit knowing that US Savings Bonds are a good way to promote systematic saving. You have two choices when selecting bonds. We offer both the traditional Series EE and I Bond.

The new I Bond provides American with the opportunity to protect their savings from inflation. They are sold at face value and grow with inflation-protected earnings for up to 30 years. Both Series I and EE Saving Bonds are free from state and local income taxes and Federal income tax can be deferred until the bonds are redeemed or reach final maturity. You should consider making US Savings Bonds part of your savings portfolio.

Additional information and enrollment forms have been widely distributed.

HRO POC: SMSgt Kathy L. Christian, Employee Relations, (609) 562-0881.

## EMPLOYEE RELATIONS (CONT.)

### Monthly Returns for C, F, and G Funds

Rates of Return were updated on **October 10, 2000.**

Months	C Fund	S&P 500 Stock Index	F Fund	Lehman Brothers U.S. Aggregate Bond Index	G Fund
<b>1995</b> (Jan. - Dec.)	<b>37.41%</b>	37.58%	<b>18.31%</b>	18.47%	<b>7.03%</b>
<b>1996</b> (Jan. - Dec.)	<b>22.85%</b>	22.96%	<b>3.66%</b>	3.63%	<b>6.76%</b>
<b>1997</b> (Jan. - Dec.)	<b>33.17%</b>	33.36%	<b>9.60%</b>	9.65%	<b>6.77%</b>
<b>1998</b> (Jan. - Dec.)	<b>28.44%</b>	28.58%	<b>8.70%</b>	8.69%	<b>5.74%</b>
<b>1999</b> (Jan. - Dec.)	<b>20.95%</b>	21.04%	<b>(0.85%)</b>	(0.82%)	<b>5.99%</b>
<b>1999</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
October	6.34	6.33	.38	.37	.53
November	2.00	2.03	(0.01)	(0.01)	.51
December	5.90	5.89	(0.45)	(0.48)	.54
<b>2000</b>					
January	(5.03)	(5.02)	(0.34)	(0.33)	.56
February	(1.93)	(1.89)	1.22	1.21	.53
March	9.74	9.78	1.32	1.32	.55
April	(2.98)	(3.01)	(0.29)	(0.29)	.52
May	(2.05)	(2.05)	(0.03)	(0.05)	.54
June	2.44	2.47	2.07	2.08	.53
July	(1.56)	(1.56)	0.89	0.91	.53
August	6.19	6.21	1.46	1.45	.52
September	(5.27)	(5.28)	.64	.63	.49
<b>Last 12 Months *</b>	<b>13.19</b>	13.28	<b>7.05</b>	6.99	<b>6.54</b>

Percentages in ( ) are negative.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers U.S. Aggregate bond index. The G Fund is invested in special issues of U.S. Treasury securities.

The monthly C, F, and G Fund returns represent net earnings for the month, after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month.

**\* The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis.**

The C and F Fund returns vary from the index returns because of C and F Fund expenses, changing balances in the C and F Funds, and differences in returns between the Barclays funds and the underlying indexes. The index returns are time-weighted: they assume constant dollar balances invested during each month and throughout the period. Future performance of the three funds will vary and may be significantly different from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.



# **EMPLOYEE DEVELOPMENT**

*By 2LT Devon Hanson, 562-0874*

## **PERSONNEL SERVICES (ED)**

" We are in a new fiscal year with the same old problems, no money. As of Oct 6, there was still no funding for technician training and travel. When we do get funding, there will be some things that have to be taken into consideration: When a member registers for training they have to be aware of the cancellation policy of that company. Also, if there is a cancellation I need to be made aware. I will need a copy of the training certificate once training is complete

When requesting training on a DD FORM 1556, please attach information about the course.

I'm quoting the TAG when I say "training is not an expense its an investment." Invest in your people and get them trained. The mission can only be accomplished through well trained individuals. Well trained individuals make productive, efficient workers. They are more eager and enthusiastic about trying new things and making suggestions. They become an asset that the guard can benefit from.

Please feel free to contact me for any training questions or issues. DSN 944-0874, COMM 609-562-0874.

# **MANAGEMENT SYSTEMS & SUPPORT**

*By LTC John Curl, Management Support Branch, 562-0882*

## **“IT’S THAT TIME OF YEAR AGAIN !”**

Every year around the October/November timeframe, the HRO receives an Army Manpower Authorization Voucher (MAV) and an Air Manpower Resources Voucher (MRV). The MAV provides the Authorized Endstrengths for both Technicians and AGR, the payroll dollars broken out by AMSCO, the current Requirements by UIC, and the MLR percentages. The MRV provides the Authorized Endstrengths for Technicians and AGR, local authorization redistribution (LARS), and a summary by Program Element Codes. Often, an Adjusted Voucher that increases or decreases authorizations will be received in the February/March timeframe.

Army Authorizations are distributed to each organization based on MLR, and are approved by the corresponding Activity Manager. They become the standard used for providing manpower support throughout the Fiscal Year. Air Authorizations are managed at the corresponding wing level.

If Supervisors have any questions regarding their Requirements, Authorizations, or funded percentages, contact LTC John Curl at 609-562-0882.

## **“ WHY DO WE HAVE ‘Other Duties as Assigned’ ON OUR POSITION DESCRIPTIONS and STANDARDS ?”**

*By CPT Bruce Protesto, Personnel Classification Specialist, 562-0873*

“Other Duties as Assigned” is **not** an Office of Personnel Management (OPM) requirement. Chapter 3 of the OPM Classifier’s Handbook states:

**“Because minor duties normally do not affect the classification of the position, are usually unimportant to work operations, and change frequently, it is generally not necessary to mention them in the position description. A statement, such as “Performs other duties as assigned, covers such situations adequately. Sometimes, however, minor duties can influence both grade and series determinations and the qualifications required for the work. In cases such as these, what seem to be minor duties must be described and evaluated.”**

The decision as to whether or not to make “Other Duties as Assigned” a required statement on a job description is left to each proponent (i.e. Department of the Army, Navy, Air Force, etc.). The National Guard Bureau currently requires that the statement “other duties as assigned” be on all job descriptions, and has since the initial issuance of standardized (nationwide) position descriptions on 1 November 1970. The reason for requiring the statement is to establish the principle that the assignment of duties to technicians is not limited by the contents of the job description.

For additional information on major vs. minor duties, contact the Personnel Classification Section (Management and Systems Branch) at HRO- CPT Bruce Protesto @ 609-562-0873 or SSgt Diane Hess @ 609-562-0870.

## MANAGEMENT SYSTEMS & SUPPORT (cont)

### **“UNCLASSIFIED CLASSIFICATION????”**

*By CPT Bruce Protesto, Personnel Classification Specialist, 562-0873*

On occasion the classification section is asked if we can provide an “Unclassified Duties” position. The short answer is, “No”. It’s not that we don’t want to help, it’s simply that no such position exists!

All jobs within the Federal Government fall under Title 5 United States Code. That’s the Federal law that covers the proper classification and staffing of positions. These jobs, similarly, have an official Series, Title, and Grade, as well as an official position description. This would include temporary as well as permanent and indefinite positions. The type of work an individual performs must be clearly spelled out in order to know what series would best cover his position. Knowing this, as well as clearly defining and delineating a worker’s duties is essential to proper position management. Otherwise, there would be no way of knowing which positions an organization could truly support.

Poor position management can not only lead to inefficiency in an organization, but also confusion over duties and responsibilities. This, in turn, can lead to animosity and higher than normal employee turnover at the work place. Worse yet, poor position management can lead to the loss of essential positions. As bad as this is for an organization, it’s even worse for the family of the individual whose job has been eliminated.

Do all position descriptions provide a perfect fit for the duties being performed? Not usually. In fact, it would be fair to say that a position description rarely matches “perfectly” with the exact duties of the person on the ground. Nor are *all* the duties spelled out. What a position description is designed to do is give the location of the job, an overview of the position, and an accurate description of the *level* of the work being performed. This provides the flexibility needed to account for the variations that exist with like organizations. Amending or placing an addendum on an existing position description can provide further flexibility. For example, this can be done to utilize an appropriate position description in a location other than where it was originally conceived.

If the work that is envisioned is so unique that no existing position description can be found or sufficiently modified, an exception position description can be written. This is an extremely rare occurrence and the process to get one approved is usually quite lengthy. First, the exception position description, as well as a letter of justification, must be sent to the Office of Primary Responsibility at National Guard Bureau and approved. Then it must be forwarded to NGB Classification Division at Salt Lake City, Utah and approved by them as well. Then, and only then, is the state allowed to utilize it.

As you can see, in Position Classification there is both constraint and flexibility. It’s important to remember, however, that the constraints are largely legal. That’s why it’s important to consult with HRO if you have any questions concerning position classification or position management. Feel free to call CPT Bruce Protesto @ 609-562-0873 or SSgt Diane Hess at 609- 562-0870 if you need any assistance.

## **FIRST IMPRESSIONS CAN LAST A LIFETIME**

*By Colleen Joseph, Personnel Staffing Assistant, 562-0871*

There are many ways we make first impressions. Eye contact and body language when we meet someone else. The telephone is another common way to meet and evaluate someone. Have you ever talked to a person and formed an opinion or imagined what they were like? The same is true about your application.

Your application is the first thing about you that a prospective employer sees. Your application can tell the employer the following:

- Are you neat?
- Do you take your time?
- How much effort do you put into your work?

You are probably asking how do you get these impressions out of an application? Take a look at a recent copy of an application you have prepared, or your current resume. Is it typed or neatly written? Did you put every detail required on the application? Did you describe your duties, and the requirements of the positions you have held? How did you meet these requirements? Did you take your time to make sure everything was correct?

To insure that a prospective employer gets the correct impressions of your neatness, your motivation, and your thoroughness, do and double check the following:

- Type , or neatly print your application
- Make sure all addresses and phone numbers are correct and current
- Make sure you include starting and ending dates of all positions you have held
- Describe your duties concisely in language that is easily understandable.
- Mail your completed application so as to be received on time.

You never get a second chance to make a first impression. Make the effort, and Good Luck!